

## Community Sleep Health Grant

### *Guidelines for a Letter of Intent*

The AASM Foundation requests that prospective applicants submit a letter of intent (LOI) prior to submission of a grant application for the Community Sleep Health Grant. LOIs are competitive and reviewed by the AASM Foundation Executive Committee to ensure that the proposed project is responsive to the Community Sleep Health Grant mechanism.

Please note that traditional research projects will not be considered under this grant mechanism. We encourage applicants with research projects to consider applying for an [AASM Foundation Research Grant](#).

The Community Sleep Health Grant LOI should be no more than three pages (excluding references). Figures and general tables are allowed and will be included in the three-page limit. The LOI must include the following:

#### **A. Title of the Project**

#### **B. Project Description**

- *Briefly provide background on the sleep health issue and how addressing it at a community level is an important gap to fill.*
- *Describe the project's goal/aims and its main activities. Include the frequency/duration of project activities, services, and the resources, people and skills that will be used to deliver the services of the project.*
- *State the feasibility of conducting the project in the community given the amount of funding and time period of the grant.*
- *If other financial support for the project has been secured, state the source(s), amount(s) and how additional funding from this grant will help the project.*

#### **C. Target Community**

- *Specify the characteristics of the community and its members to be served, and total number to be served by the project.*
- *Briefly describe the community environment.*
- *State the potential impact/significance the project will have on the community and its members and describe how it's innovative.*

#### **D. Outcomes**

- *Briefly describe the main outcomes (short and long-term) that will be assessed and how this program/project will impact those outcomes to improve the sleep health of the target community(ies).*
- *Describe how the outcomes will be measured to ensure that there is benefit or change in the target community.*
- *Describe how the outcomes of the project will be sustained after the grant funding period has ended.*

#### **E. Strategic Alignment**

- *Explain how this project aligns with the AASM Foundation’s vision of Healthier Lives through Better Sleep and its mission to Promote discoveries that advance the understanding of sleep for healthier lives.*

#### **F. Project Leaders and Organizations**

- *List the project leaders and personnel, along with their specific roles in the project and how they will contribute to the success of the project.*
- *Explain who will be the lead organization and any collaborating organizations that will work on the project, including the nature of the collaboration, what work has been done to date, and the distinct, complementary, and substantive role each will have in the project.*

#### **G. References**

##### **Formatting Requirements:**

- **Header:** Include the Project Leader’s full name on every page in the top-left corner
- **Font:** Times New Roman 11 pt or 12 pt font; figures, tables, and captions may have 8 pt font
- **Spacing:** Single
- **Margins:** No less than 0.50 inches. (The header may fall within the top margin, but the body text may not begin closer than a half-inch from the edge of the page.)
- **Page numbers:** Consecutive
- **Page limit:** Three pages (excluding references)
- **File format:** Word or PDF
- **References:** Suggest all references as in-text citations using AMA citation style, but other citation styles are accepted